

**Required Reporting by YS Policy**
**C.5.1 (c)**

Policy #	Policy Title	Due From	Due To	Requirement	Timeline
A.1.4	Investigative Services	Director of IS	Facility Director/Deputy Secretary	Supplemental Report	When Director of IS agrees with Facility Director
		Director of IS	Deputy Secretary	Reasons in writing	When Director of IS does not agree with Facility Director
		IS	Deputy Secretary, Assistant Secretary, Chief of Operations, Legal Services, Regional Directors and any others as designated by the Deputy Secretary	Summary Reports of allegations	Upon request
A.2.4	Employee Awards	Unit Heads/staff	Unit Heads/Deputy Secretary	Nominations for Awards	Annually – TBA by Deputy Secretary
A.2.24	Staff Development and Training Plan	Unit Training Advisory Council under direction of Staff Development Director	Unit Head and Staff Development Director	Annual Report	Annually by December 1 <sup>st</sup> of each year
		Staff Development Director	Deputy Secretary	Summary of all annual reports	Annually by the end of January the following year
A.2.45	Performance Evaluation System (PES) and Performance Adjustments	Deputy Secretary	SCS Director	Information relative to evaluations (PES)	Annually – during previous year ending June 30th
A.2.46	Employee Grievance Procedure	PSS/HR	Deputy Secretary	Analyze grievances/report notable trends	Annually
A.2.58	Crisis Leave Program	PSS/OMF	Undersecretary	Crisis Leave Pool Transactions	Each FY
A.2.66	Teacher/Paraprofessional Tuition Reimbursement	PSS/OMF	Director of Education	Summaries/Status of Funds	Quarterly
A.2.69	Attainment of Advanced Degree	PSS/HR	Undersecretary	Agency (Fiscal Year) Report documenting employee information	Annually – no later than July 31st
A.2.70	Attainment of Baccalaureate Degree	PSS/HR	Undersecretary	Agency (Fiscal Year) Report documenting employee information	Annually – no later than July 31st

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Policy #	Policy Title	Due From	Due To	Requirement	Timeline
A.2.71	Optional Pay	PSS/HR	Undersecretary	Agency (Fiscal Year) Report documenting all lump sum and permanent adjustments made	Annually – no later than July 10th
			Civil Service & copies to Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary and CO Program Manager 4	YS formal Optional Pay Adjustment Report	Annually – no later than July 31st
A.3.1	Asset Management	Unit Property Liaison	CO Property Control Manager	Randomized inventory of 10% of site's state property	Monthly (Feb., March, May, June, August, Sept., Nov. and Dec.) No later than 15 <sup>th</sup> day of each month
				Inventory of 100% of site's state property	Quarterly (Jan., April, July, Oct.) No later than 15 <sup>th</sup> of each month
			Undersecretary, CO Adm. Program Director, CO PCM and appropriate Regional Director	Annual Inventory Following the LPAA auditor's report	Annually
		Property Control Manager	Undersecretary, the CO Administrative Program Director, CO PCM, and the appropriate Regional Director	Annual Inventory	When report is completed
		IS	Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, appropriate Regional Director, CO Adm. Program Director, CO PCM and the Division of Administration	Inventory of staff housing	When report is completed
				Final Investigative Report - when a PCM/PL has knowledge or reason to believe property has been lost, stolen, destroyed, etc.	Annually and when houses are vacated
A.3.6	Grants Administration Program	Grants Project Manager	Chief of Operations and Undersecretary	Close-out Reports	No more than 60 days following the scheduled end date of close-out activities
		PSS/OMF CO Grants Monitor/Chief Writer	Funding Agencies Chief of Operations and Undersecretary	Fiscal Reports FY end report on grants	On or before July 31 <sup>st</sup> of each year
A.3.8	Budget and Fiscal Management Activities	Unit staff	Undersecretary/designee	Audits as per Policy No. C.5.3	Routinely

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A.3.14	Contract Provider Financial and Performance Reporting	DPS/OMF	Legislative Auditor's office, DOA and Joint Legislative Committee on Budget	"Compliance Tracking Report" showing specific data/compliance w/Act 12, Section 28.B(1)/collection of any unexpended funds	No later than May 1 <sup>st</sup> of each year
A.5.5	Data Warehouse	Data Warehouse Manager	Executive Staff	Statistical/summary population & trend reports	Quarterly
			Chief of Operations	Written report on the effectiveness of overall unit management	Annually, by Dec. 31 <sup>st</sup>
A.7.1	Safety Plan	Staff of Office of Risk Management (ORM)	Unit Head/designee	Comprehensive audits as per Policy No. C.5.3	Annually
B.2.2	Youth Classification System and Treatment Procedures	Facility Treatment Director	CO Director of Treatment	Monitoring tools	One (1) week prior to each scheduled quarterly treatment review
		Facility Director	Court of Jurisdiction	Quarterly Progress Report to the Court	Within 14 days of custody reclassification staffing
B.2.19	Programs and Evidence-Based Practices	CQIS	Chief of Operations	CPC Program Evaluation	<p>New programs shall be evaluated after one (1) year of contract award.</p> <p>Programs scoring "Ineffective" or "Needs Improvement" shall be evaluated annually.</p> <p>Programs scoring "Effective" or "Highly Effective" shall be evaluated every other year or more frequently at the discretion of the Chief of Operations.</p>
B.5.3	Administrative Remedy Procedure	Site Coordinator	Chief of Operations/designee	Results of Youth and Employee Surveys	Quarterly

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Policy #	Policy Title	Due From	Due To	Requirement	Timeline
B.6.7	Secure Care Suicide Prevention	Critical Incident Review Committee	Contracted Director of Mental Health Services, HSA, Contracted Psychiatrist, Facility Director/designee, Facility Treatment Director, Responding MHTP, Regional Director, CO Director of Treatment, IS Representative, & any others noted in Policy No. A.2.20	Original Narrative Report of the Committee's determinations with all pertinent documents attached	Within two (2) working days of the Committee Meeting.
B.6.8	Notification to Courts and Parents/Guardians when Youth are Seriously Injured	CO Director of Treatment	Assistant Secretary/designee, Facility Director, appropriate Regional Director and CQIS	QA reviews of JETS re. Category A&B reportable injuries; and on-site visits to review youth records compared to JETS QA reviews	Quarterly
B.7.1	Education	CO Education Staff	Facility Director & copies to Deputy Secretary, Assistant Secretary, Chief of Operations & appropriate Regional Director	To measure the effectiveness of Ed. Program at each school against stated performance objectives—Additional reviews per Policy No. C.5.3	Annually
B.7.2	Programs for Post-Secondary Education and Skill Building Incentives – Secure Care	Program Coordinator	Deputy Secretary/designee	Report including XIII. A.-H. of policy	Annually, by June 30 <sup>th</sup> each year
B.8.3	Volunteer Services Program	Family Liaison	Respective Facility Director/Regional Manager & appropriate Regional Director	Evaluation of each unit's Volunteer Services Program	Annually if a violation is found
B.8.11	Pre-Release Process	CQIS	Facility Director, Facility Treatment Director, and CO Executive Staff	Review of certain youth records (to see if youth released have OMV ID card) in conjunction w/QA treatment reviews	Quarterly
B.8.15	Family Liaison Between Families of Youth and Youth Services	Family Liaison	Deputy Assistant Secretary	Report of final findings of reviews and/or activities	Quarterly
			CQIS	Report on indicators listed under IX. A- H of policy	Quarterly by the 10 <sup>th</sup> day of month following end of quarter (October/January/April/July)

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C.1.3	Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties	IS	Deputy Secretary, Chief of Operations & Facility/CBS Reg. Office ACA Accreditation Managers, if applicable	A summary of all arrests made on facility grounds, office buildings and/or properties, and any DA referrals accepted or denied.	Monthly
C.2.1	Escapes, Runaways, Apprehensions, and Reporting	IS	Deputy Secretary & appropriate Regional Director	Collection of all UORs & documentation for investigation	Submit completed investigation following escape & apprehension from secure care
C.2.7	Youth Drug/Alcohol Testing	Health Services Director	CQIS	CHP's Statistical Report	Monthly, by the 10 <sup>th</sup> working day of the month, for prior month's activities
		CQIS	Executive Staff and Facility Directors	Report on Youth Drug/Alcohol testing	Semi-Annually
C.2.11	PREA	IS	Deputy Secretary	Reports to include data in (C) (1) (a-f) of policy	Monthly & Annually
C.2.13	Key Control Program	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.
C.2.14	Tool Control Program	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.
C.2.14A	Tool Control – Picard	Tool Control Officer	Regional Director	Tool Inventory report	Quarterly (July, October, January, and April)
C.2.15	Control and Use of FTCs	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.
C.2.15A	Hazardous Materials Program - Picard	CQIS	Chief of Operations	General Safety Program Review to ensure compliance w/ORM and State's Loss Prevention Program and Corrective Action Plans	Within ten (10) days following receipt of the review.

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Policy #	Policy Title	Due From	Due To	Requirement	Timeline
C.5.2	Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents	Regional Duty Officers / Facility ADOs	Regional Directors	Level 1 Incidents	Immediately upon notification
C.5.3	QA Reviews – Central Office Audits, Secure Facilities and Regional Offices	As outlined in Sections VI – X of policy	As outlined in Sections VI – X of policy	As outlined in Sections VI – X of policy	As outlined in Sections VI – X of policy
C.5.5	Performance Standards	CQIS	Chief of Operations	Outcome Measure Reports	Bi-Annual
C.5.6	Juvenile Electronic Tracking System (JETS)	Data Warehouse Manager	Unit Head/designee	JETS Reconciliation Reports	Weekly
			Chief of Operations, Regional Directors, Facility Directors, Regional Managers, the Director of Treatment and Rehabilitation, and the Central Office Program Manager 2	Regional Weekly Report	Weekly
C.6.1	Food Services	Food Services Manager	Food Services Director	Physical Inventory Reports	Monthly, by the 10 <sup>th</sup> of the following month
			Facility Director, Regional Director, Assistant Secretary, Program Manager 4, YS Safety Officer and Chief of Operations	Report of Findings	Quarterly, by the 20 <sup>th</sup> of the month following the quarterly review (October, January, April, July)
D.8.1	Social Service and Prevention/Diversion Contract Monitoring	Assigned CQIS Program Specialist	Chief of Operations	Program Analysis Report	Within 6 weeks following completion of the period of review
D.10.22	Interstate Compact for Juveniles (ICJ)	Regional Manager	Deputy Secretary, Assistant Secretary and Chief of Operations (electronically)	Findings or recommendations	Within 30 days of receiving all comprehensive reports

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Policy #	Policy Title	Due From	Due To	Requirement	Timeline
D.10.32	SAVRY - Community Based Services	Data Warehouse Manager	Regional Managers and all Probation and Parole Supervisors/Juvenile (PPS/J), from Central Office	JETS Reports	Quarterly
			Central Office Program Manager - CBS, and CQIS,	JETS Reports	Quarterly
D.15.3	Delivery of Treatment and Auxiliary Services	CBS Social Services Staff	Court	Clinical Status Report	When asked to do so by the court